Project and Release One-Page Summary Instructions

One-page format for communicating key information about a project or a software release.

Projects involve multiple stakeholders—some of whom don't need to know everything, but do need to be kept appraised of key project parameters. Software releases that involve multiple projects are significant undertakings with many stakeholders who also need to know what's going on, though they don't all need frequent, detailed schedule or status updates. Many of these people probably won't read, or repeatedly reference, a multi-page plan anyway.

This one-page summary provides a handy way to communicate the purpose and contents of a project, or a release of multiple projects, along with key resource and schedule information, to a variety of stakeholders. This format provides a nice, at-a-glance, "post it on the cubicle wall" condensation of key release information.

1. Create this summary during the planning phases of the project or overall release and its individual projects. The Project Manager or Software Release Manager would typically create it.

2. In its initial drafts, open items can be marked as such. For example, if the inclusion of a certain project in the release or inclusion of certain functionality in the project is being discussed, that item could be listed with "Under Discussion" or "Open Issue" written next to the project name. **If the document is used in this way, it is critical to include version control in the footer.** Include a version number for the document as well as a "last updated" date.

3. Publish this document to:

   - Managers of the individual projects in a release; core team members of a project (representing each cross-functional area)

   - Functional managers whose area is affected by the project or release (not just in the Development department!)

   - Functional managers who have people participating in the project or overall release or on individual projects in the release

   - Marketing/Business representatives with a stake in the project release

   - Executive sponsors of the project(s)

4. Use it for ongoing communication.

- Keep the milestone list updated.

- Reference it in project/release status meetings and executive-level status meetings.

- Publish updates.

Administrative Information

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